

BUSINESS OPERATIONS AND TECHNICAL SERVICES (BOATS)
NNA08223261R-ACD
FINAL REQUEST FOR PROPOSAL

HIGHLIGHTS

Introduction

This document highlights significant aspects of the documents posted for the Business Operations and Technical Services (BOATS) requirement. Included in this overview is a brief discussion of some of the issues related to the contract scope and intent, selection criteria, and other issues of significance to this acquisition. The discussion also provides some insight into the reasoning that went into the formulation of the RFP. These highlights also provide a section-by-section account of important information regarding the RFP. However, these highlights should not be a substitute for a thorough and comprehensive review of the RFP. **If there is a conflict between this document and the Final RFP, the Final RFP must be considered to take precedence.**

The Government's intent is to enter into a single award, indefinite delivery/indefinite quantity (IDIQ) contractual arrangement for the services required by the Statement of Work. In contrast to the current contract, as described below, the award resulting from this acquisition will use Firm Fixed Price (FFP) Contract Task Orders (CTOs) for all contract requirements

Current Contract Information:

The proposed acquisition is a follow-on to the current contract, NNA04CA76C, that is presently being performed by Planners Collaborative, Inc. Contract NNA04CA76C provides professional and para professional support in the areas of Scientific and Technical Information; Human Resource Management; Acquisition; Equal Opportunity and Affirmative Action; Commercialization; Outreach Program, Office of Chief Counsel; and Program/Project Management Support, over a five-year performance period with a staff of 80 to 100, at an estimated cost of \$52 million. Contract NNA04CA76C is a performance-based, cost-plus-award-fee (CPAF) contract that was awarded on a competitive basis to Planners Collaborative, Inc in 2003, and is currently scheduled to expire on December 31, 2009. The contract includes an organizational conflict of interest clause as the Contractor may have access to sensitive or proprietary data.

The Statement of Work for the current contract is Performance-Based, written in terms of functional requirements implemented by Task Orders (TOs). In some areas, the contractor works closely with NASA. Although NNA04CA76C includes documentation and graphics services, in the future these services will be included on ARC's Logistics Management Services contract (solicitation currently posted as NNA09281196R-AMA).

Information Specifically Related to this Acquisition:

This acquisition will be issued for Small Business Set-Aside for a Single Award Indefinite Delivery Indefinite Quantity (IDIQ) performance-based contract for five (5) years with a two-year base period and three one-year options.

The NAICS code and Size Standard is 561210 – Facility Support Services with a size standard of \$35.5M.

The SOW for this acquisition is formatted such that the Contractor should have a clear understanding of the required outcomes rather than the expected effort. This is intended to allow the Contractor the flexibility, autonomy, and responsibility needed for more efficient use of its resources. The FFP Contract Task Orders (CTOs) will be a critical tool used to administer this contract.

All of the issues discussed above were factors in the development of the selection criteria to be used for evaluating the proposals received as a result of the Final RFP. The evaluation factors: Mission Suitability, Past Performance, and Price, have been developed and prioritized to allow the Government the ability to

choose a Contractor which it believes will best meet the objectives of this contract. Mission Suitability, Past Performance, and Price are essentially equal to each other. Mission Suitability and Past Performance when combined are significantly more important than Price.

Past Performance will be evaluated based on the corporate entities and subcontracting arrangements that are being proposed. The Past Performance of these performing entities along with the quantity of relevant experience will be of importance in determining a rating. In the case of an Offeror without a record of relevant past performance or for whom information on past performance is not available, the Offeror may not be evaluated favorably or unfavorably on past performance. Past Performance Questionnaires will be utilized to determine which offerors have a demonstrated ability to succeed in meeting similar contract requirements.

Industry Comments/Questions

We thank those who sent in questions and comments regarding the posted documents. The time between posting Draft and Final posting documents was increased due to the large number of questions which have taken longer than we expected to disposition. In preparing answers to the questions, we have ensured the updated information is included in the final solicitation documents, as necessary and appropriate. Where appropriate, the Government has modified the relevant sections of the RFP in order to reflect suggestions from industry, or to address issues of consistency, ambiguity, or vagueness. However, not all suggestions were accepted for incorporation by the Government.

Offerors are reminded that proposals will be evaluated based on the Final RFP and not on the responses to questions that were posted.

Specific Highlights by Section

The information presented below, by section, is used to delineate significant aspects of the RFP that the offeror should be aware of.

NOTE: PLEASE READ ALL SECTIONS OF THE SOLICITATION CAREFULLY.

Sections, L, M, and Past Performance Questionnaire have been significantly revised since the Draft Documents were posted.

1. SECTION B - SUPPLIES OR SERVICES

- The minimum amount of supplies or services that shall be ordered during the effective period of this contract is \$100,000. The maximum amount of supplies or services that may be ordered for the potential 5 year period of the contract is \$70,000,000.00.
- During the performance of the resulting contract, the Government plans to issue task orders with clearly defined objectives. This approach will allow the Government to more accurately define the risk and price associated with each task assignment.
- Note that clause B.1, *Supplies/Services to be Provided* contains a fill-in for an offeror to complete with its proposed Phase-In Costs.

2. SECTION C - DESCRIPTION/SPECIFICATION/WORK STATEMENT

Although the Statement of Work (SOW) is attached to the contract as Attachment J.1(a)1, an overview of revisions from previously posted documents follows here:

- The Offeror is to note that although the Center has core business hours (Section 3.2), CTOs could include specific hours for performance of that task.
- Section 4.0 provides the offeror with an overview of each function to be provided under this contract. describes the requirements for the work to be performed under this contract. The SOW is intentionally written describing the overall scope of BOATS requirement to be accomplished. Specific details will be included in the CTOs.
- Section 4.2 has been revised to combine Contractual and Procurement support. In addition, the requirements under the combined section have been revised.
- Section 4.12, IT CUSTOMER SERVICES SUPPORT has been deleted from the Statement of Work as it will no longer be included in the BOATS requirement. Remaining sections have been renumbered.

3. SECTION D – PACKAGING AND MARKING

No significant features or issues in this section.

4. SECTION E – INSPECTION AND ACCEPTANCE

No significant features or issues in this section.

5. SECTION F – DELIVERIES OR PERFORMANCE

- There will be a 30 day phase-in period (Line Item 01) prior to the start of performance under Line Item 02
- Contract level reports and other deliverables are included in Section J as Attachment J.1(a)3, Contract Data Requirements List (CDRL).
- Contract Task Orders will include task-specific deliverables.

6. SECTION G – CONTRACT ADMINISTRATION DATA

- Note that under the Technical Direction clause (G.3), the COTR may provide direction, but may not change contract requirements in scope or price.
- Under the Installation-Accountable Government Property clause (G.4), NASA will provide certain property as described in paragraph (c).

7. SECTION H – SPECIAL CONTRACT REQUIREMENTS

- Clause H.2, *Organizational Conflicts Of Interest, And Limitation Of Future Contracting* includes information regarding potential conflicts of interest for this acquisition and outlines safeguards that will be implemented to address these conflicts.
- NOTE: For this acquisition, the offeror will be required to submit a Organizational Conflict of Interest (OCI) Avoidance Plan with its proposal which will be incorporated by reference into the contract as Attachment J.1(a)8. In addition, an OCI Avoidance Plan may be required in response to individual task orders.
- In accordance with clause H.3, NFS 1852.216-80, Task Order Procedure, and as part of the task order negotiations process, the Contracting Officer and the Contracting Officer's Technical Representative (COTR) will assess the proposed price used in individual task order plans, and compare them against the successful offeror's proposed prices (incorporated as Attachment J.1(a)7).
- Note that, in accordance with clause H.10, *Incorporation of the Contractor's Proposal (Offeror Fill In)* the Mission Suitability and Price proposal volumes will be incorporated by reference for compliance during performance of the contract.

- Please review closely clause H.14, *Contractor Purchasing*, as it delineates acceptable and prohibited items which may be purchased in performance of CTOs under this contract.
- Please review closely clause H.15, *Non-Personal Services*, to better understand the acceptable relationship between Contractor and Government employees, and the limitations placed on Contractor employees.
- Please review clause H.16, *Performance Assessment*, closely to understand this aspect of the Government's surveillance plan.

8. SECTION I – CONTRACT CLAUSES

- Clause I.2, *Personal Identity Verification of Contractor Personnel*, addresses the contractor's required compliance with agency personal identity verification procedures that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.
- Clause I.4, *Security Classification Requirements*, provides that a security level of Secret is required for the successful contractor.

9. SECTION J – LIST OF ATTACHMENTS

NOTE

Significant Attachments included in this Final RFP:

- J.1(a)1 – Statement of Work
- J.1(a)2 – Wage Determination No. 2005-2062, Revision 9
- J.1(a)3 – Contract Data Requirements List
- J.1(a)4 – Government Supplied Equipment List
- J.1(a)5 – DoD Contract Security Classification Specification (DD254)
- J.1(a)10 - Cumulative Value For Firm-Fixed-Price Task Orders (to be completed with specific Task Order values)
- J.1(b)1 –The Government Labor Estimates are not intended to represent a binding requirement since the exact skill mix and work distribution are dependent on task orders issued after the contract is awarded.
- J.1(b)3 – Pricing Template Workbook
- J.1(b)4 – Past Performance Questionnaire (please read Section L carefully for due dates)

10. SECTION K - REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS

In accordance with FAC 2005-34, FAR provision 52.209-2, *Prohibition on Contracting with Inverted Domestic Corporations – Representation* is included.

11. SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

SIGNIFICANT CHANGES HAVE BEEN MADE SINCE POSTING SECTIONS L AND M. OFFERORS ARE ADVISED TO REVIEW THIS SECTION CAREFULLY.

- FAR 52.215-1, *Instructions to Offerors-Competitive Acquisition*, ensures that offerors are aware that the Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)), unless the Contracting Officer determines that

- Offerors must ensure that: page counts are not exceeded; that the information submitted is relevant to the specific proposal volume and section; is formatted as requested; and is complete and accurate. Please note that for this acquisition a Major Subcontract is defined as a subcontract valued at or over \$1,000,000.00 for the life of this contract, including options.
- Photographic/Video/Multimedia Sample Projects have been added to L.6.(a) (2) b
- For purposes of proposal submission, the Other Direct Costs (ODCs) estimate provided on the Fully Burdened Rates Development Template (FBR-DT) is to be used in the offeror's cost model response and represents the Government's current best estimate of the contract requirements.
- Offerors should closely read the Price Volume requirements to ensure proper response.

12. SECTION M – EVALUATION FACTORS AND AWARD

SIGNIFICANT CHANGES HAVE BEEN MADE SINCE POSTING SECTIONS L AND M. OFFERORS ARE ADVISED TO REVIEW THIS SECTION CAREFULLY.

- Offerors should note the definition of ratings for Past Performance has been revised, in accordance with the NASA FAR Supplement, to reflect levels of confidence.
- Weighting of the 3 factors for this acquisition is “Mission Suitability, Past Performance, and Price are essentially equal to each other. Mission Suitability and Past Performance when combined are significantly more important than Price.” In addition, Offerors should note that items within any factor, if found to be unsatisfactory, may be the basis for rejection of an offer.

End of Specific Highlights by Section

Conclusion

This concludes the Highlights for the BOATS RFP. **At this time, the “Blackout” period has started. All communications must be addressed to the Contracting Officer.** Any questions should be submitted in writing to the Contracting Officer. Mail questions to the address below, email them to Starr.L.Strong@nasa.gov and Ronnee.R.Gonzalez@nasa.gov, or fax them to 650-604-0912.

NASA Ames Research Center
 Attn: Starr Strong
 Code JAC; M/S 241-1
 Re: NNA08223261-ACD
 Moffett Field, CA 94035-1000

As a final note, the information provided in these highlights is not intended to be construed differently from the information in the RFP. **Should an apparent conflict in interpretation exist, the information in the RFP must be considered to take precedence.**

END OF RFP HIGHLIGHTS DOCUMENT

ADDITIONAL INFORMATION

Schedule and other information about major upcoming ARC procurement actions is available on the Acquisition Planning Tool at <http://ec.msfc.nasa.gov/cgi-bin/eis/admin/admin.cgi?center=ARC>

Other links for information:

The Ames Acquisition Forecast is posted at <http://server-mpo.arc.nasa.gov/Services/Proc/ProcDocs/forecast.tml>. The Acquisition Forecast provides the Product/Service Code, approximate value range, the fiscal year and quarter for release of the solicitation, whether it is expected to be a small business set-aside (and the extent), and if the requirement will be competitive. An explanation of the codes is at the bottom of the webpage.

Email Notification: The best way to keep informed on a regular basis is to register for email notification by clicking on the "Email Notification" tab at the top of the Ames Business Opportunities Page (<http://prod.nais.nasa.gov/cgi-bin/eps/bizops.cgi?gr=C&pin=21>).

Note: You are permitted to create multiple subscriptions for customized email notification. At any time you can update your profile if your email address changes or delete your user profile when you no longer wish to receive NAIS notifications. Similarly, your subscriptions can be modified when necessary. You will receive an email with each change to your profile and/or subscription containing the instructions for activating the change.

After you create your profile (user account), follow the "Create Subscription" link to begin tracking acquisitions by:

1. Product / service class code;
2. NASA center; and / or,
3. Acquisition number.